

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Senior Recreation Supervisor II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, implements and evaluates recreational programs. Manages the overall operation of several centers. Oversees programs and monitors records. Develops the budget proposal and makes recommendations for budgetary improvements. Investigates policy violations and promotes events.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

| Physical Strength Code |   | ESSENTIAL FUNCTIONS   |
|------------------------|---|---|
| 1                      | L | Manages several recreational sites by conducting site visits, providing recommendations, evaluating programs, interpreting policies, reviewing work schedules, resolving issues, recruiting, hiring and training employees, and conducting performance evaluations.             |
| 2                      | S | Oversees programs by coordinating and leading program planning and implementation, researching program activities, and cultivating sponsorships and partnerships.   |
| 3                      | L | Monitors records by gathering data, compiling and reviewing reports and schedules, and overseeing the submission of reports and paperwork.  |
| 4                      | S | Coordinates the development of budget proposals and manages fiscal resources by overseeing capital improvement projects, coordinating budgets, performing analyses, making cost savings and operational improvements recommendations, and reconciling errors and discrepancies. |
| 5                      | L | Investigates policy violations by preparing, reviewing, and evaluating incident reports, interviewing related parties, and overseeing workers compensation claims.  |
| 6                      | L | Promotes events by developing displays and making public presentations, overseeing the distribution of media releases, composing articles for publication, and representing the City in public forums.  |

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

| <b>CLASS REQUIREMENTS</b>              |  |
|--|--|
| Formal Education / Knowledge           | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.   |
| Experience                             | Three years experience.  |
| Certifications and Other Requirements  | Valid Driver's License, CPR/First Aid, Child Care Certification  |
| Reading                                | Work requires the ability to read various reports, correspondence, memos, technical manuals, periodicals, and related information.   |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.   |
| Writing                                | Work requires the ability to write various reports, memos, articles, presentations, and budget information.  |
| Managerial                             | Managerial responsibilities include developing, implementing and evaluating programs and budgets.  |
| Budget Responsibility                  | Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.  |
| Supervisory / Organizational Control   | Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.  |
| Complexity                             | Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.   |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary  | Light X   | Medium   | Heavy   | Very Heavy   |
|--|---|--|---|--|
| S = Sedentary<br>Exerting up to 10 lbs.<br>occasionally or negligible<br>weights frequently; sitting<br>most of the time | L = Light<br>Exerting up to 20 lbs.<br>occasionally, 10 lbs.<br>frequently, or negligible<br>amounts constantly OR<br>requires walking or<br>standing to a significant<br>degree. | M = Medium<br>Exerting 20-50 lbs.<br>occasionally, 10-25 lbs.<br>frequently, or up to 10 lbs.<br>constantly. | H = Heavy<br>Exerting 50-100 lbs.<br>occasionally, 25-50 lbs.<br>frequently, or up to 10-20<br>lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs.<br>occasionally, 50-100 lbs.<br>frequently, or up to 20-50<br>lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION   |
|------------------|----------------|---|
| Standing         | O              | Site visitation, during recreational activities, observation of staff |
| Sitting          | F              | Computer, desk work, answering phones, meetings                       |
| Walking          | F              | Observation of staff, to/from sites                                   |
| Lifting          | O              | Recreational equipment, office supplies                               |
| Carrying         | O              | Recreational equipment, office supplies                               |
| Pushing/Pulling  | O              | Equipment   |
| Reaching         | O              | For equipment, supplies   |
| Handling         | O              | Recreational equipment, office supplies                               |
| Fine Dexterity   | F              | Computer keyboard, telephone keypad, calculator, writing              |
| Kneeling         | O              | During recreational activities  |
| Crouching        | R              | During recreational activities  |
| Crawling         | R              | During recreational activities  |
| Bending          | F              | Moving equipment, during recreational activities                      |
| Twisting         | F              | During recreational activities  |
| Climbing         | O              | During recreational activities  |
| Balancing        | O              | During recreational activities  |
| Vision           | C              | Computer, desk work, reading, observation of staff                    |
| Hearing          | C              | Staff, supervisor, general public, vendors, telephone, meetings       |
| Talking          | F              | Staff, supervisor, general public, vendors, telephone, meetings       |
| Foot Controls    | N              |   |
| Other (specify)  | N              |   |

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, copy machine, typewriter, various recreational equipment, office equipment, scanner, digital camera, Standard Microsoft Windows and Office software, telephone, calculator

**ENVIRONMENTAL FACTORS:**

|           |                               |                                |                |           |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several<br>Times Per Week | M = Several<br>Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS     |   |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards       | M | Dirt and Dust             | M |
| Chemical Hazards         | N | Extreme Temperatures      | M |
| Electrical Hazards       | N | Noise and Vibration       | M |
| Fire Hazards             | N | Fumes and Odors           | N |
| Explosives               | N | Wetness/Humidity          | M |
| Communicable Diseases    | M | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N |                           |   |
| Other (see 1 below)      | N |                           |   |

| PRIMARY WORK LOCATION |    |
|-----------------------|----|
| Office Environment    | X  |
| Warehouse             | -- |
| Shop                  | -- |
| Vehicle               | -- |
| Outdoors              | -- |
| Other (see 2 below)   | X  |

(1)

(2) Recreation Centers

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | F |
| Emergency Situations                          | F |
| Frequent Change of Tasks                      | F |
| Irregular Work Schedule/Overtime              | F |
| Performing Multiple Tasks Simultaneously      | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work                      | O |
| Noisy/Distracting Environment                 | O |
| Other (see 3 below)                           | N |

(3)